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ER 4-8207

CONFIDENTIAL

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Supergrade Position in the Office of the Deputy Director (Plans)

1. PROBLEM:

To obtain approval to (1) establish a new supergrade position in the Office of the Deputy Director (Plans), and (2) assign [redacted] to this new position. 25X1A 25X1A

2. FACTS:

25X1A A. [redacted] requires the Director's approval for all supergrade personnel actions.

B. The Deputy Director (Plans) has requested that the presently established position of Special Assistant, GS-18, which was formerly occupied by Mr. Kirkpatrick, be deleted, and that a GS-16 Special Assistant position be established in lieu thereof (TAB I).

25X1A C. The Deputy Director (Plans) also requests that Mr. [redacted] GS-16, be reassigned from the position of Chief of 25X1A [redacted] to the newly established position.

3. DISCUSSION:

A. From its evaluation of the proposed position, the Personnel Office believes that allocation to grade GS-16 is warranted. Position description and Personnel Office review are attached as TAB II.

25X1A B. [redacted] meets qualification requirements for the assignment proposed. (Qualifications summary attached as TAB III)

25X1A C. Since [redacted] is presently a GS-16 and a currently authorized GS-18 position is being deleted in lieu of the proposed position, no change in total supergrade positions or personnel is involved.

4. RECOMMENDATIONS:

It is recommended that the Director

A. Approve establishment of the position of Special Assistant, GS-16 in the Office of Deputy Director (Plans)

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B. Approve assignment of [redacted] to such position. 25X1A

C. Sign appropriate personnel action request form attached as TAB IV.

/s/

L. K. WHITE
Acting Deputy Director
(Administration)

4 Enclosures
1 - DD/P T/O revision request (Tab I)
1 - Evaluation Report and position description (Tab II)
1 - Qualifications Summary (Tab III)
1 - Personnel Action (Tab IV)

Action by Approving Authority

Date _____

Approved, (Exceptions, if any)

_____
Director of Central Intelligence

25X1A [redacted] cv 1973

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